

S E C R E T

22 DEC  
1981

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MEMORANDUM FOR: Chief, Procurement Division  
Office of Logistics, DDA

FROM :   
Chief, Information Management Staff, DO

SUBJECT : Critical Request for Word Processors

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1. Several critical requirements have been surfaced within the Information Management Staff (IMS) for word processing equipment. The equipment is required to assist IMS branches in the preparation of urgent correspondence in support of DO field stations, and in reporting Freedom and Privacy findings. Much of this reporting is provided exclusively to the Congress, DCI, DDO, Federal and State judicial agencies, and numerous other government agencies. Because of the need for letter perfect products, these reports are subject to frequent revisions.

2. A survey of the IMS (excluding EIRS and PPB units - previously surveyed) word processing requirements, see attachments A-C, indicates that 31 single station CRT word processors are justified. Because of budgetary constraints and the desire to minimize the acquisition of word processors pending the establishment of an Agency Standard(s), only 15 units are being requested at this time. These need to be installed by 15 January 1982. The remaining units will be requested when funds become available and the Agency standard has been established.

3. Attachments B & C demonstrate that through the use of word processing equipment, 13,272 work hours could be saved, providing a cost avoidance of \$129,132.86 per annum, over the next five years based on the use of Lanier word processors.

WARNING NOTICE-INTELLIGENCE SOURCES AND METHODS INVOLVED

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Of the Agency TEMPEST approved word processors (CPT-8000T, Lanier LTE-3 and LTM-12, NBI-3000 and WANG WPS-20) considered, we proposed the Lanier as an interim procurement until the Agency Standard word processors are available. This selection was based on current Lanier installations and Lanier's demonstrated ability to meet timely deliveries. [ ]

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4. The Staff expects the following direct benefits to be derived as a result of this action:

- a. Be able to meet critical deadlines more effectively.
- b. Obtain more effective use of secretarial time.
- c. Obtain more effective use of officer time. [ ]

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5. If you have any questions, please contact [ ]

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Attachments:

- A. Annual Typing Profile for Information Management Staff
- B. Estimated Annual Machine/Personnel Cost - Secretaries
- C. Estimated Annual Machine/Personnel Cost - Officers
- D. DO Word Processor Requirements

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Originator: IMS/PLB/  
17 December 1981

Distribution:

- Original - Addressee w/atts
- 2 - C/IMS w/1 cy atts
- 1 - C & DC/MPG
- 1 - PLB Chrono w/atts
- 1 - PLB File 4-8-3 w/atts
- 1 - DDO w/atts
- 1 - IMS/B&F w/atts
- 1 - IMS/LOG w/atts
- 1 - DD/A/ODP w/atts (ATTN: )
- 1 - D/ODP
- 1 - ISSG w/atts
- 1 - COMSEC w/atts

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Attachment D

DO WORD PROCESSING REQUIREMENTS

Security Requirements:

The equipment must be TEMPEST approved or have a waiver from COMSEC for Headquarters use.

Light intensity on screen must be operator adjustable - must be able to darken screen completely.

The equipment must have a recovery program that can be used by the operator (not a vendor technician) for recovering classified information from a disc that can not be read by the system because of inadvertent damage to or fatigue of the preformatted portion of the floppy disc.

Physical Requirements - The system must have the following physical aspects:

CRT workstation and letter-quality printer require no additional furniture.

There must be a buffer between the CRT and disc - if information is deleted from the screen by accident, it will still be on the disc.

Each terminal is an intelligent terminal

Word Processing programs implemented by software.

Option of dual disc or single disc terminal. Dual disc terminals are necessary to perform recovery operations, duplicate discs, etc.

Option of two terminals sharing one printer.

Minimum of 24 lines of text displayed to the operator in addition to any status or command lines

X-Y cursor movement on screen. (HIGHLY DESIRABLE)

Status line showing margins, tabs, indents, line and character spacing, page length, and the horizontal and vertical position of cursor on a continuum during operation.

Video prompting/verification of all functions.

Colors on screen not from the blue scale, must be from the yellow-green scale. According to an Auerbach report, it has been scientifically proven that the eye can best distinguish color from the yellow-green scale.  
(HIGHLY DESIRABLE)

Characters on the screen - a minimum 7x9 dot matrix character in a minimum 10x17 field.

There must a minimum of a half-character's width between characters and a half-character's height between lines of information

Capability of functioning at a temperature of 95 F with 55% humidity or equivalent through 100 F with 38% humidity.  
(See )

Functional Requirements - The system must fulfill the following functional requirements:

Local Mode - Operator must be able to type directly onto paper (without interrupting the video display) to produce those items which do not need to be formatted or stored and recalled - Replaces Typewriter. (HIGHLY DESIRABLE)

SIMULTANEOUS VIDEO AND PRINTER OUTPUT FROM KEYBOARD - for formatting forms. (HIGHLY DESIRABLE)

REPEAT KEYS - All alphanumeric and punctuation keys must have auto repeat.

Dual Disc Units - The system must fulfill the following functions:

operator has the option that provides the capability of simultaneous input/output from either disc drive, i.e., edit one page or document while printing another from the same disc drive; edit or print from one disc drive while editing or printing from the other disc drive.

ability to access all functions on either disc drive

Text Editing - The system must support the following text editing functions:

ADMINISTRATIVE INTERNAL USE ONLY

recorded tabs:  
left flush  
right flush  
decimal  
dot leader

tabs stored with document

columns:

swap/delete each as a block, not line by line

add column between others

insert line in one column without manually  
readjusting the lines of other columns

highlight word, line, paragraph, page to be moved/deleted

Software Options - The system must support the following  
software options:

must be able to delete an entire page, document or disc  
with one set of commands

document delete takes effect simultaneously on index and  
text

alphanumeric file name appears automatically in disc  
index, appears in alphanumeric order, not in order created

index shows number of pages of each document

index can be rearranged - capable of filing several pages  
or documents together to form a single text or delete  
individual pages from a document within the same disc.

orphan/widow control

output produced in pre-determined format(s)

Provide for optional records management facility which:

allows for multi-line records

has alpha/numeric sort

can select from 7 fields on one pass

can format and store selected material automatically



automatic centering:

word, line, paragraph, block, page - (not line by line)

automatic formatting and reformatting

automatic page numbering starting with any given number

automatic pagination and repagination

automatic underscore with underscore delete which does not remove character underscored

automatic word wraparound within preset or operator-set margins

Continuous smooth horizontal cursor movement (cursor does not jump every 10 to 20 spaces)

Split cursor - (a constant cursor at top or bottom of screen which moves horizontally only - helps locate the X-Y cursor) (HIGHLY DESIRABLE)

forms fill-in with tab to next space to be filled in

must be able to amend a block of text within form

horizontal scroll which is continuous across screen to 158 characters. (250 horizontal scroll - HIGHLY DESIRABLE)

justification by line, paragraph, page

required and discretionary hyphen control

multi-level header & trailers

widow/orphan control

block text copy

insert/delete with auto word wrap/reverse word wrap:

character  
word  
line  
block  
paragraph  
page

Global search, replace

Math

Recovery program which:

can be used by operators, not vendor technicians  
recovers and duplicates information

Storage & Output - The following storage and output requirements must be provided:

Print all characters on a 96-character print wheel

Available printwheels must include OCR-A

Letter-quality printer with:

10, 12 pitch and proportional spacing.  
(15 pitch HIGHLY DESIRABLE)

minimum 40 cps print speed

line spacing - 1, 2, & 3. (half & quarter spacing  
for forms preparation is HIGHLY DESIRABLE).

capability of multiple copies (original plus  
2 copies)

must accept sheet feeder and forms tractor

Repaginate and print in background mode

Interface Requirements

OCR-A type font for cable preparation

NOTE: ALL REQUIREMENTS ARE HARD UNLESS OTHERWISE NOTED

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